

STORES DELIVERY DRIVER

DEFINITION:

Under general supervision to drive delivery trucks; to load and deliver materials and commodities to County facilities; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

All positions of this class are allocated to the Department of Purchasing and Contracting. Incumbents load, unload and/or deliver stores supplies using up to three axles, 49,000 GVW, refrigerated box trucks.

This class differs from Shuttle Bus Driver in that the latter drives a two-axle van to transport nine to twelve employees between worksites; differs from Bookmobile Driver in that the latter drives a two-axle converted Housecar to provide library services and requires only a Class C license; differs from Mail Clerk Driver and Delivery Vehicle Driver in that they require only a Class C California Driver's license.

EXAMPLES OF DUTIES:

Drives delivery vehicles; inspects motor vehicles and completes daily condition and use reports; performs minor roadside vehicle repairs; reports safety and/or mechanical deficiencies and problems; upkeeps the cleanliness of delivery vehicle; reviews stores invoices and shipping documents to determine cargo content and load weights, loading sequence, and material handling equipment needed; plans delivery route loads; braces and secures cargo for transport; drives vehicle to pickup and delivery points; unloads and delivers cargo obtaining delivery receipt; assists in receiving; issues and accounts for materials and resolves delivery discrepancies; assures security of cargo and vehicle; and assists in maintaining the Central Stores Warehouse and work area.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- California Motor Vehicle Code.
- Rules of safe vehicle operation.
- Safe and proper lifting techniques.
- Defensive driving techniques.
- Conducting California Code, Title 13 daily vehicle inspection.

General Knowledge of:

- Basic arithmetic.
- Record-keeping techniques for stores and supplies.
- Basic first-aid.
- Safe, proper loading/unloading practices and securing techniques.
- Types of material handling equipment, its use and application.

Skills and Abilities to:

- Operate three-axle delivery vehicles refrigeration units and hydraulic-lift platforms.
- Identify appropriate load sequence, weight capacity and securing methods for transport.
- Operate and use forklift, pallet jack, dock leveler, platform cart, loading dock bridge plates, cargo retainers and paddles, stretch wrap equipment and related material handling tools and equipment.
- Read and follow street maps and indexes.
- Check and compare information for accuracy and completion.
- Keep records, logs, and files.
- Drive in a courteous and safe manner.
- Understand and follow written and oral instructions.
- Comply with established policy and procedures.
- Communicate information clearly and courteously.
- Safeguard cargo from theft and damage.

EDUCATION/EXPERIENCE:

Education, training and/or experience which demonstrates possession of the knowledge, skills and abilities stated above. An example of qualifying experience is: at least two (2) years of recent work experience loading and driving a vehicle to make deliveries and transport a variety of materials and supplies. At least one (1) year of said experience must have included the operation of delivery vehicles of similar size and GVW (three-axle, 33,000 -49,000 GVW). Completion of certificated coursework in commercial vehicle operation is desirable but not required.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class B (commercial) driver's license is required.

Physical Requirements:

Candidates must be able to lift and move heavy and/or bulky materials weighing 50 pounds, and occasionally up to 70 pounds.

Character:

At time of appointment, candidates will be subject to a background investigation. Felony and/or misdemeanor convictions, depending on type, recency and severity may be disqualifying.

Driving Record:

Candidates must possess a good driving record which is subject to verification.